

NEFAP Board Meeting Summary March 26, 2010

1. Roll call and approval of minutes:

Chair Marlene Moore called the NEFAP Board meeting to order on March 26, 2010 at 3pm EST. Attendance is included in Attachment A. There were 9 Board members present on the call.

The minutes from the March 18, 2010 meeting were reviewed. Jan made a motion to accept the minutes from the March 18th meeting. The motion was seconded by Dane. The minutes were unanimously approved and will be forwarded to the TNI webmaster for posting to the TNI website.

2. SOP: 10-005 – AB Evaluation

Marlene updated the Evaluation SOP based on the comments received from Board members and Jim Davies. SharePlus was used to review the SOP on the call so that changes could be made directly into the SOP.

Keith raised a concern about how ISO 17011 and ISO 17025 would be interpreted by the Field Activities Expert Committee and TNI. ILAC signatory ABs need to adhere to the interpretations of the international community. Marlene confirmed that within the TNI standard, notes were added to the actual language of the ISO standard. These notes were for clarification. There should not be any interpretation conflicts for ILAC signatory ABs.

NEFAP will accredit to the TNI standard. A subcommittee needs to be formed to develop an application and certificate.

The question was raised as to whether NACLA should be incorporated into the SOP. Some issues were previously raised about how NACLA administers ISO/IEC 17011 (issue regarding second party.) The Board decided that it should be removed, but it could be added in the future when NACLA can demonstrate to the NEFAP Board that they are in compliance with ISO 17011 and the international community.

The use of a QAO to help with consistent implementation of the standard was reviewed. The Board decided to remove this requirement from the SOP. The SOP needs to be reviewed and additional language needs to be added to confirm that consistency is being addressed. There is language in the Evaluation Coordinator section, but we need to be sure there is also language that requires the NEFAP Board to look for consistency when reviewing applications and AB evaluations. Consistency should also be a responsibility of the Assessment Team.

The Board could not finish reviewing the SOP and decided to plan a meeting next Tuesday to go through the second half.

3. Open Action Items

See table in Attachment B. Updates are incorporated into the table.

8. New Items

- None.

9. Next Meeting

The next meeting of the NEFAP Board will be Tuesday, March 30, 2010 at 1pm EST.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 4:35 pm EST. (Motion – Cheryl Second – Doug Unanimously Approved.)

Attachment A

Participants TNI NEFAP Board

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Dane Wren Present	Wren Engineering, P.A.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Absent	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pilabs.com douglasberg@gmail.com
Keith Greenaway Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Kim Watson Absent	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Absent	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Absent	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Absent	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Patrick Conlon Absent	ESI	Other	(610)935-5577	pconlon@envstd.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – NEFAP Board

	Action Item	Who	Expected Completion	Actual Completion
4	Ilona will look into Google Calendar and ways to better share working documents.	Ilona	1/31/10	
6	Contact John Schakenbach and discuss MOU possibilities.	Marlene	2/15/10	
12	Talk to DOD about subcommittee established to look at field sampling.	Marlene	3/15/10	
13	Final Review of SOPs and Evaluation SOP. Add comments to review table.	All	2/24/10	
14	Update Evaluation SOP	Marlene Ilona	Before next meeting.	Complete
15	Send out e-mail voting requests.	Ilona	Before next meeting.	In Progress
16	Distribute copy of MOU to Board.	Marlene	3/29/10	
17	Need to assign subcommittee to work on Application and Certificate.	Marlene	4/1/10	
18	Vote on SOPs being distributed by e-mail for vote.	All	4/1/10	
19				

Attachment C

Backburner / Reminders – NEFAP Board

	Item	Meeting Reference	Comments
1	Establish Stack Testers Subcommittee	2-18-10	
2	Develop procedure for electronic voting for new NEFAP Board members.	3-18-10	
3			
4			